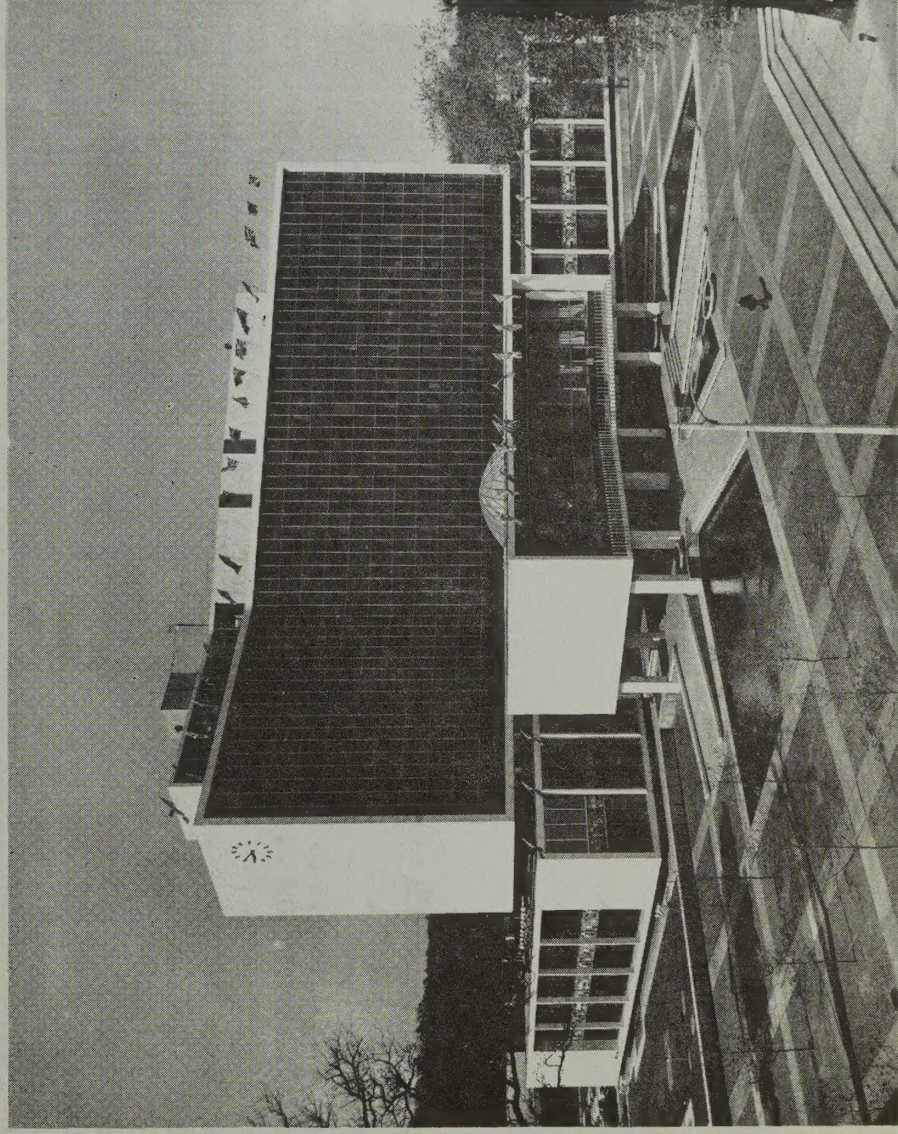


CORPORATION OF THE CITY OF HAMILTON
GUIDE
TO
YOUR
CITY HALL

CA4 ON HBL A21 G71
1983

SPECIAL COLLECTIONS



INDEX

<u>Department or Division</u>	<u>Location</u>
Airport	Mount Hope
Aldermen's Offices	City Hall - Second Floor
Architect's Department	City Hall - Fourth Floor
Board of Education	100 Main Street West
Building Department	City Hall - Third Floor
Cafeteria	City Hall - Eighth Floor
Cemetery Division	777 York Boulevard
Central Market	55 York Boulevard
Central Services Garage	177 Bay Street North
Chief Administrative Officer	City Hall - Second Floor
City Clerk's Department	City Hall - Second Floor
City Council Members	City Hall - Second Floor
City Garage Division	Back of City Hall
Community Development	City Hall - Third Floor
Convention Centre	115 King Street West
Council Chambers	City Hall - Second Floor
Culture & Recreation Department	City Hall - Fourth Floor
Dundurn Castle	York Boulevard
Finance Division	City Hall - First Floor
Fire Department	55 King William Street
Garbage Division	City Hall - Fourth Floor
Hamilton Place	Summers Lane
Hamilton Public Library	55 York Boulevard
Information Desk	City Hall - First Floor

Planning Department (Regional)	City Hall - Seventh Floor
Printing & Mail Service	City Hall - Basement
Property Maintenance Division	City Hall - Basement
Public Works Department	City Hall - Fourth Floor
Purchasing Division	City Hall - First Floor
Real Estate Department	City Hall - First Floor
Regional Engineering	City Hall - Fifth, Sixth & Seventh Floors
Stores	125 Barton Street West
Systems & Data Processing Division	City Hall - First Floor
Tax Division	City Hall - First Floor

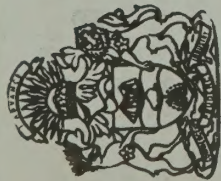
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Traffic Department	City Hall - First Floor
Treasury Department	City Hall - First Floor
Whitehern	41 Jackson Street West

CITY DEPARTMENTS AND LOCAL BOARDS

LOCATED OUTSIDE CITY HALL

<u>NAME</u>	<u>ADDRESS</u>	<u>TELEPHONE NUMBER</u>
Airport	Mount Hope	679-4151/4152
Board of Education	100 Main Street West	527-5092
Cemetery	777 York Boulevard	522-0808
Central Market	55 York Boulevard	527-1700
Central Services Garage	177 Bay Street North	526-4591/527-3401
Central Utilities Plant	King Street West at Summers Lane	526-2761
Convention Centre	115 King Street West	525-3101
Dundurn Castle	York Boulevard	526-3967
Fire Department	55 King William Street	Switchboard 522-1155 Emergency 911 & 522-1313 Prevention 529-1139
Hamilton Place	Summers Lane	527-0841
Hamilton Public Library	55 York Boulevard	529-8111
Parking Authority	80 Main Street West	527-0841
Stores	125 Barton Street West	526-4590
Whitehern	41 Jackson Street West	522-5664



YOUR CITY COUNCIL

MAYOR

R. M. Morrow

ALDERMEN

WARD 1

P. J. Peterson
M. Kiss

WARD 2

V. J. Agro
W. M. McCulloch

WARD 3

B. Hinkley
M. Davison

WARD 4

D. Gray
V. Scott

WARD 5

F. A. Lombardo
S. Collins

WARD 6

I. Stout
P. Cowell

WARD 7

H. Merling
B. Charlton

WARD 8

J. A. Bethune
T. Murray

FIRST FLOOR (Ground Floor)

EAST WING

REAL ESTATE DEPARTMENT

General Inquiries

526-4500

Functions

Management, Acquisition &
Disposal of Municipally
Owned Real Estate
Control Demolition of
Buildings for Municipal
Projects

Provide service to Region

PROPERTY MAINTENANCE DIVISION
(Basement of City Hall)

Maintenance, Cleaning, Supervised & Control
Utility Services, and Security Services
for all City Buildings

PERSONNEL DEPARTMENT

General Inquiries

526-4555

Functions

Employment of Staff
Employee Benefits
Employee Records
Employee Services
Health & Safety
Labour Relations
Wage & Salary Administration

WEST WING

TREASURY DEPARTMENT

General Inquiries—

Accounts Payable 526-2770
Accounts Receivable 526-2771
Taxation 526-2774
Parking Violations 526-2772
Purchasing 526-2773

Functions

FINANCE DIVISION

Provide all financial and accounting services
for the City of Hamilton and Local Boards

SYSTEMS AND DATA PROCESSING DIVISION

Perform Systems and Data Processing
functions for City and Local Boards as
well as for some Regional Departments
and outside users

PURCHASING DIVISION (East Wing)

Perform purchasing and stores functions for
City, Region and Local Boards

CITY GARAGE

(Back of City Hall)

Maintain City vehicles for use by City and
Regional personnel.

FIRST FLOOR (continued)

WEST WING (continued)

TRAFFIC DEPARTMENT

General Inquires 526-4510

Functions

ADMINISTRATION

Investigate and Prepare:

Changes in City & Regional By-Laws
Boulevard Parking Agreements

Inspect for:

Installation of Driveway Approach Ramps
Approval of Front Yard Parking

Issue Violation Notices:

Hedges/Fences/Signs/Other Obstructions

Issue Permits for:

Exemption to Signed Parking Time Limits/
Erection Hoardings, etc. on Road Allowance

OPERATIONS

Installation, Maintenance & Operation of:

Traffic signals (all signals within
Region except on Provincial Highways)
Signs/Pavement Markings (all roads
within City of Hamilton
Parking Meters (City of Hamilton Streets/
Parking Authority Lots)

BY-LAW ENFORCEMENT

Enforcement of roadway parking & stopping
regulations:

No Stopping, No Parking, Parking Meter,

Fire Route, etc. violations

Illegal Parking on Road Allowances

Private Property By-Law 75-155 &

advise property owners of proper
signing procedures

TRANSPORTATION PLANNING

Manual & Automatic Traffic Count
Information

Accumulation of Computerized Motor
Vehicle Collision Data

Review: Applications for Zoning/Site Plan/
Subdivision/Condominium/Committee of

Adjustment/Land Division/Official Plan
Amendments/Neighbourhood Plans/
Planning and Development Policies

SECOND FLOOR

EAST WING

MEETING ROOM 233 (south side)

MEETING ROOM 264 (north side)

ALDERMEN'S OFFICES

Alderman V. G. Agro	526-2733
Alderman J. A. Bethune	526-2733
Alderman B. Charlton	526-2733
Alderman S. Collins	526-2730
Alderman P. Cowell	526-2732
Alderman M. Davison	526-2733
Alderman D. Gray	526-2732
Alderman B. Hinkley	526-2730
Alderman M. Kiss	526-2731
Alderman F. A. Lombardo	526-2731
Alderman W. M. McCulloch	526-2730
Alderman H. Merling	526-2730
Alderman T. Murray	526-2731
Alderman P. Peterson	526-2732
Alderman V. Scott	526-2731
Alderman I. Stout	526-2732

WEST WING

MAYOR'S OFFICE (North Side)

Mayor R. M. Morrow 526-2790

CHIEF ADMINISTRATIVE OFFICER (South Side)

General Inquiries 526-4530

Functions

Responsible for efficient administration of all
Departments

Advise & assist City Council & appropriate
Committees in carrying out their duties &
responsibilities

CITY CLERK'S DEPARTMENT

General Inquiries 526-2740
Functions

City Council & Committee Secretarial Services
Conduct Municipal Elections
Issue & Enforce Business & Trade Licences
City Document Archive
Issue Marriage Licences; Process births & deaths
Administer Elderly Citizens Bus Pass & Tax
Rebate Programs

Administer Disabled Bus Pass Program
24 hour Information Desk Service

City Hall Switchboard Service

Central Market (Lloyd D. Jackson Square)

Printing & Mail Service (Basement)

Arrange Civic Reception

CENTER

COUNCIL CHAMBERS (North Side)

MEETING ROOM 219 (South Side)

THIRD FLOOR

COMMUNITY DEVELOPMENT DEPARTMENT

General Inquiries

526-4540

Functions

Urban Renewal Projects
Revitalization of Older Neighbourhoods
Improvement of Local Commercial Areas
Housing Rehabilitation Programs
Grants -Termite Extermination
 -Conservation of Designated Heritage Properties

BUILDING DEPARTMENT

General Inquiries

526-2720

Functions

Plan Examination, Permits, Inspections & Enforcement for new construction, additions and alterations relating to Zoning By-laws, Building Code and Plumbing Code.

Demolition Control and Permits
Zoning Verifications
Property Reports
Loan Program Inspections
Inspection and Clearance for L.L.B.O.
Mechanical Systems Inspections and Approval
Backflow Prevention
Termite Control
Trade Licence Examination and Enforcement
Committee of Adjustment
Record Keeping for Property and Buildings

FOURTH FLOOR

EAST WING

CITY ARCHITECT'S DEPARTMENT

General Inquiries 526-2715

Functions

Lloyd D. Jackson Square Development
(i.e. Arena, Hotel) 526-4631/4601
Hamilton Scourge Project 526-4631/4613/2734
Oversee Design & Construction
(Alterations) Various Projects
(i.e. Dundurn Castle, Ivor Wynne
Stadium, Downtown 526-4631/4613
Redevelopment Plan) /4610/4611
Oversee Maintenance of City-owned
Buildings in Lloyd D.
Jackson Square 526-4608
Energy Conservation 526-4611
Oversee Construction Work in
Lloyd D. Jackson Square 526-4606

WEST WING

PUBLIC WORKS DEPARTMENT

General Inquiries 526-2785

Functions

STREETS DIVISION

Roadway & Sidewalk Repairs
Street, Leaf, & Snow Cleaning
Weed Cutting
Cleaning Catch Basins & Ditches
Construction of Approach Ramps

PARKS DIVISION

Tree Planting, Trimming & Removal on Road
Allowances

Chedoke & King's Forest Golf Course
Maintenance

Parks Maintenance/Develop New Parks
Ski Hill and Outdoor Facility Maintenance
Landscaping & Beautification of City
Properties

GARBAGE DIVISION

Garbage Collection

CEMETERY DIVISION (777 York Boulevard)

Office & General Inquiries 522-0808
Burials & Maintenance of City Cemeteries
CENTRAL SERVICES GARAGE (177 Bay St. N.)
Office & General Inquiries 527-3401

Motor Vehicle Maintenance

CENTRAL UTILITIES PLANT (King St. West)

Office & General Inquiries 529-6061
Hydro, Heating & Cooling of City Buildings in
Lloyd D. Jackson Square

FOURTH FLOOR (continued)

EAST WING (continued)

CULTURE & RECREATION DEPARTMENT

General Inquiries

526-2750/4620

Functions

Direct Operation of Culture & Recreation Services and Facilities
Advice and Assistance to Community Organizations and Groups
Leadership Training and Community Development

Services

Direct Operation of:

Recreation Centres, Arenas, Playgrounds &
Summer Adventure Programs, Outdoor Pools,
Tennis Courts, Golf and Ski Clubs, Historic
Sites

Administrative & Office Services:

Rental of Municipal Facilities to
Community Groups & Sports Organizations:
i.e. Arenas, Pools, Tennis Courts, Stadia,
Recreation Centres, Open Sports Fields,
Community Use of School Facilities in
non-school hours

Administration of Parks By-Law
Short & Long Range Planning for
Culture & Recreation Services
Public Information Services:
Community & Municipal Cultural &
Recreation Services

Liaison-Support-Advisory & Special Services:
Community Councils, Community Organizations,
Special Interest Groups, Community Tennis
Clubs, Minor Sports Organizations, Lawn
Bowling Clubs, Liaison to Cultural
Organizations, Promotion of Hamilton &
District Tourist Attractions.
Leadership Training and Development
Special Event Programming
Promotion and Development of Programs for
"Special Populations"
Co-ordination of Community & Municipal
Leisure Services, Interagency & Inter-
Regional Services
Grants to Community Councils and
Neighbourhood Rink Committees
Promotion & Marketing of Constructive Leisure
Opportunities
Leadership, Training & Development-Volunteer
& Community-based programs

FIFTH FLOOR

EAST WING

REGIONAL ENGINEERING

Functions

Electrical Engineer
Energy Co-ordinator
Survey Department
Transportation Maintenance

526-4497
526-4498
525-4185
526-4378

WEST WING

CITY SOLICITOR'S DEPARTMENT

General Inquiries 526-4520

Functions

Attend Meetings of Committees and Sub-Committees to provide advice and answer questions
Provide Legal Services: Capital Expenditures
Local Improvements-Applications to O.M.B.
Applications under The Municipal Act & The Ontario Municipal Board Act
Real Estate
Title Searching
Community Development
Legislation
Private Legislation
By-laws of General Application
By-laws of Special Application
Planning and Development
Litigation
Contracts
Major Contracts
Other Contracts
Miscellaneous Legal Services
Legal Opinions to Members of City Council and Staff
Represent City before the Ontario Municipal Board and other Tribunals

SIXTH FLOOR

REGIONAL ENGINEERING

ADMINISTRATION

General Inquiries 526-4443

Functions
Permits-sewer, water, building line, wide
loads and culverts
Sale of Regional Contract Documents & Maps
Payments for Approach Ramps in conjunction
with Regional Contracts
Swimming Pools-Filling & Tax Information
General Inquiries

Engineering Services Section

General Inquiries 526-4313

Functions
Design and Construction of Roads, Sidewalks,
Sewers and Watermains
Subdivision (registered) Construction
Soil Reports

TRANSPORTATION

General Inquiries 526-4297

Functions
Eroachments
Parade Permits
Alleyway and Road Closures
Road and Sidewalk Planning
Bridges
Railway Tracks Matters

Environmental Section

General Inquiries 526-4302
526-4417

Functions
Sewer and Water Planning
Subdivisions (Paperwork prior to registration)
S.W.A.R.U. Plant and Garbage Transfer
Stations - Information
Drainage Complaints
Special Sewer & Water Services Connections
Zoning and Niagara Escarpment Applications
Land Severances
Sewage Treatment Plant & Water
Purification Plant - Information

SEVENTH FLOOR

REGIONAL ENGINEERING DEPARTMENT

DRAFTING SECTION

General Inquiries

526-4465

Functions

Location of Existing Sewer & Water Lines
Road Cut Permits

REGIONAL PLANNING DEPARTMENT

General Inquiries

526-4221

Functions

Preparation of Maps, Publications, Displays, and
Statistical Information
O.M.B. Hearings

DEVELOPMENT DIVISION

Functions

Region

Subdivision and Condominium Applications

Hamilton, Dundas and Ancaster
Report on Re-zoning, Subdivisions &
Development
Agreements, Condominiums
Committee of Adjustment
Zoning By-Law Preparation

LOCAL PLANNING DIVISION

Functions

Planning Studies for Hamilton, Dundas, Ancaster
Official Plan & Amendments
Neighbourhood or Area Plans (Developed and
Undeveloped Areas)
Reports on Major Re-zonings
Urban Design Guidelines and Studies
Research and Special Studies
Information Publications

EIGHTH FLOOR

CAFETERIA

526-4664

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PREPARED BY

STAFF ADVISORY TEAM

AUGUST, 1983

